



Bennett Partners is a multidisciplinary integrated design firm, offering architecture, interior design and urban planning services. Focused on work within our local community, we consistently have a wide-range portfolio of project types and scales. At the heart of our diverse staff is meaningful design, the kind that elevates our clients, improves our communities and enhances our environment.

BP is seeking an enthusiastic, community-oriented [Project Coordinator](#) to join our award-winning design firm in our downtown Fort Worth or Dallas studio.

#### QUALIFICATIONS

- Professional degree in architecture
- 3+ years of experience
- AXP registration and pursuit of licensure
- Working knowledge of 2d and 3d drafting and modeling software
- Digital graphic skills, including familiarity with Adobe Creative Suite

#### PROJECT DESIGN/PROCESS

- Work directly with project architects to assist in all phases of construction documents and construction administration
- Develop and draft technical detailing and construction documents
- Assist in production of conceptual design documents working with senior leadership and principals
- Assist in construction administration and review all needed submittals, shop drawings and conduct on-site observations and reports as needed

#### BENEFITS

- 401k and ESOP – Employee Stock Ownership Plan
- Fully paid insurance – Health, Dental, Vision, Life Insurance, Long Term Disability
- Daily flexible work hour schedule
- Secured garage parking connected to downtown office building
- In-house study materials for licensure exams and exam fees reimbursement.
- Paid Vacation, holidays and paid time off

#### APPLICATION

Please send a digital copy, in pdf format, of your resume and portfolio with the subject line “Project Coordinator Application” to [careers@bennett.partners](mailto:careers@bennett.partners) Please visit our website [www.bennett.partners](http://www.bennett.partners) for more information about our projects, culture and people.